



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

CHILD ADVOCACY INVESTIGATOR TRAINEE	Class No. 005772
CHILD ADVOCACY INVESTIGATOR I	Class No. 005769
CHILD ADVOCACY INVESTIGATOR II	Class No. 005770
CHILD ADVOCACY INVESTIGATOR III	Class No. 005771

■ CLASSIFICATION PURPOSE

To perform a wide variety of investigative and casework services and provide case consultation and advice to the child's attorney, concerning juvenile dependency and delinquency cases; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

Positions allocated to these classes are found in the Public Defender's Office.

Child Advocacy Investigator Trainee:

This is the trainee-level class in the Child Advocacy Investigator class series. Under immediate supervision, incumbents acquire a working knowledge of dependency/delinquency investigations and perform the least difficult investigations.

Child Advocacy Investigator I:

This is the entry-level class. Under immediate supervision, incumbents perform routine investigations to assist the child's attorney in the evaluation and defense of dependency and delinquency cases.

Child Advocacy Investigator II:

This is the journey-level class. Under general supervision, incumbents perform more difficult and complex dependency and delinquency investigations, and may provide technical guidance and training for Child Advocacy Investigator I staff.

Child Advocacy Investigator III:

This is the first-line, supervisory-level class. Under direction, incumbents are responsible for training, supervising, and evaluating subordinate Child Advocacy Investigators and other support staff, and handle the most complex and difficult dependency and delinquency investigations.

■ FUNCTIONS

The examples of functions listed in the class specifications are representative but not necessarily exhaustive or descriptive of any one position in the classes. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Child Advocacy Investigator Trainee, I & II

Essential Functions:

1. Investigates Juvenile Court dependency matters involving physical abuse, sexual abuse, neglect and delinquency matters.
2. Interviews the child client.
3. Interviews and subpoenas witnesses.
4. Photographs home sites, crime scenes, and other items of evidence.
5. Gathers information from schools, public and private agencies, evaluators, therapists, and other parties involved in dependency and delinquency cases.
6. Prepares written reports for use in the evaluation and defense of the child's case.

7. Assists in preparing the child client for testimony, and/or serves as support person for the child going through the court process.
8. Assists the attorney in arranging appearances of witnesses at trial and hearings, and in preparing presentations of evidence.
9. Testifies in court.
10. Evaluates the appropriateness of proposed placements for the minor.
11. Locates and works with alternative placements regarding disposition of delinquency cases, and assists attorneys in all phases of dispositions.
12. Assesses the child's placement between review hearings, the provision of support services to the child and family, and the efforts by parents at reunification.
13. Advises the attorney on child's adjustment, behavior, and needs.
14. Evaluates progress toward a permanent plan for the child.
15. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

Child Advocacy Investigator III

Essential Functions:

All the functions listed above and

1. Plans, organizes, and directs unit activities.
2. Trains, supervises, and evaluates subordinate Child Advocacy Investigators and other support staff.
3. Establishes procedures and performance standards for the unit.
4. Participates in the hiring, counseling, and disciplining of subordinate staff.
5. Reviews and implements departmental policies and procedures.
6. Assists in identifying and solving procedural and case management problems.
7. Works with attorneys to ensure case deadlines are met.
8. Provides consultation for and performs the most difficult and complex dependency and delinquency investigations.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

The following apply to all classes:

- Interviewing and investigation methods and techniques.
- Laws, regulations, and court procedures related to juvenile dependency and delinquency matters.
- Principles of human behavior and family dynamics.
- Child development and adolescence, parenting techniques, substance abuse, causes and treatment of child abuse and family violence, and the effects of abuse on children.
- Needs of individuals from diverse socio-economic and ethnic backgrounds.
- Community resources and organizations.
- Community child abuse and placement issues.
- Principles and techniques of supervision and training.

Skills and Abilities to:

The following apply to all classes:

- Compile, analyze, and evaluate information to draw logical conclusions and make sound recommendations.
- Work with attorneys in the preparation of cases in a law office setting.
- Establish workload priorities and manage a caseload.
- Prepare clear, accurate, and detailed written reports.

- Manage stress and adversarial circumstances.
- Communicate effectively and diplomatically in dealing with clients, professionals from other agencies, and the public.

Child Advocacy Investigator III (in addition to the above):

- Organize and prioritize the work assignments of subordinates.
- Monitor and evaluate the work performance of subordinates.
- Provide consultation and training to subordinate staff.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are: a bachelor's degree from an accredited college or university, with at least 24 units in the social or behavioral sciences; AND,

Child Advocacy Investigator Trainee:

Six (6) months of experience as an intern or volunteer, performing juvenile dependency or delinquency investigation and/or casework services in a social service agency, law office, or child advocacy program.

Child Advocacy Investigator I:

Two (2) years of professional, full-time experience performing, juvenile dependency or delinquency investigation and/or casework services in a social service agency, law office, or child advocacy program.

Child Advocacy Investigator II:

Three (3) years of professional, full-time experience performing, juvenile dependency or delinquency investigation and/or casework services in a social service agency, law office, or child advocacy program]

Child Advocacy Investigator III:

Four (4) years of professional, full-time experience performing, juvenile dependency or delinquency investigation and/or casework services in a social service agency, law office, or child advocacy program.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classifications. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files weighing up to 10 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

Exposure to emotionally disturbed and potentially violent children and adults. Exposure to emotionally upsetting situations involving children who have been abused. Required to work in high crime and dangerous areas of the county. Standby, callback, and non-routine working hours may be required.

Background Investigation

Must have a reputation for honesty and trustworthiness. Felony convictions will be disqualifying. Misdemeanor convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a thorough background investigation which may include a psychological, polygraph or other examination or test.

Probationary Period

Incumbents appointed to permanent positions in these classes shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

New: January 16, 1990
Revised: April 10, 2002
Reviewed: Spring 2003
Revised: November 30, 2004
Revised: January 2006 - VEC

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